

**CONTRA COSTA COLLEGE  
OPERATIONS COMMITTEE  
Monday, October 27, 2014  
9:00 A.M.-Room AA-216  
Minutes**

**PRESENT:** Tammeil Gilkerson (Chair) Donna Floyd, Susan Lee, James Eyestone, Darlene Poe, Lily Harper, Lt. Jose Oliviera, Bruce King and Wayne Organ.

**I. Welcome/Introductions**

Meeting was called to order at 9:06 a.m.

**II. Approval of Current Agenda**

James motioned to approve the current agenda, Wayne seconded.

**III. Approval of October 13, 2014 Minutes**

Lily motioned to approve the minutes, Donna seconded. JE,DP,LH,JO, and SL voted yay, none voted nay.

**IV. Action Items**

**A. Committee charge revision**

This discussion was a continuation from a previous meeting. Tammeil presented a draft of the committee charge reflecting changes made. The changes reflected are:

1. Meeting time 9:00 a.m.-10:00 a.m.
2. 2 classified representatives, 2 managers, 2 faculty and up to 2 students.  
Ex officios: Manager of Custodial Services, Police Lieutenant, Dean of Student Services, Manager of Buildings and Grounds, and Manager of Technology Services.
3. Director of Admissions and Records was deleted and Dean of Student was added.
4. Under Purpose #2, President's Cabinet was changed to College Council.
5. Under Purpose delete #3

Wayne motioned to approve the revision of the committee charge. Donna seconded.

## **V. Information/Discussion Items**

### **A. Parking issues**

Jose received a letter of concern from a faculty member regarding handicap parking in parking lot 7, which is located near the Art building. There are two parking spaces available to individuals with placards. This faculty member was recently ticketed for parking in a space that was not an actual parking space. The reason given was lack of adequate handicap parking in parking lot 17.

Jose stated that he assessed the area and there are two storage containers occupying a space that could potentially be converted into two additional handicap parking spaces. The containers are used by faculty, although it is not clear what they are used for or how often. Bruce stated that the containers could be relocated to a gravel area a short distance away, however it could cost roughly \$1000.00.

Bruce stated that this has not been a recurring problem and the college is in compliance with the American Disabilities Act standards for accessible parking. In addition to these parking spaces, it was noted that there are parking spaces near the Music building that are primarily unused and that are accessible to the Art building. There was a consensus that those parking spaces are actually closer.

The decision was made to offer suggestions for alternative handicap parking spaces to those individuals who are finding it difficult to locate handicap parking. The college is in full compliance with ADA standards.

### **B. Approval process for security cameras**

James stated that there is no formalized approval process for installing security cameras. He is interested in creating a procedure for how the college approves things. Per Jose, the District has a standard for cameras. Although, there is no clear definition on who monitors and maintains these systems. The Student Services Center and bus terminal are in line with this standard. T.com is the vendor for District camera systems. However, some areas have installed cameras that are not under Police Services' control.

I.T. has been given the responsibility of monitoring these systems. Bruce suggested a review of equipment that is coming in. The District camera systems are tied to Police Services, but many areas opted to go with other systems because T.Com is costly. One notable problem with this is people not knowing how to operate the equipment to provide a copy to Police Services in the event and incident does occur.

There is a plan to install cameras at each entrance to the Early Learning Center. Tammeil recommends forwarding this item to the Safety Committee. One concern was that there needs to be an understanding of the effort that is required when placing the responsibility of monitoring and maintaining these systems in people's laps.

### **C. Emergency contact list**

Per Susan, a faculty member attempted to reach Police Services using the phone number indicated on the flyer on a Friday night and no one answered the phone. Per Jose, the problem has been fixed. The call will automatically roll over to a cell phone in the police car after five rings. He also stated that he is working on replacing the old flyers with updated ones. This process should be completed by the end of November.

### **D. Space heater policy**

Bruce shared a draft of the space heater policy he and James worked on and solicited feedback. This policy is being drafted so that there is something to enforce. Suggestions were:

1. Spell out HVAC
2. Wording to say "Space heaters must not be plugged....."
3. Bullet #2 seems to be a point of contention
4. Include a statement that says "contact Buildings & Grounds for more support."
5. Reference "Safety"

There was concern about the requirement to plug space heaters into an empty outlet, as there are not many outlets. Bruce suggests using a power strip instead. He also stated that it is important not to plug them into the same surge protector as the computer. There was also concern around the fact that neighboring offices share power sources. Wayne stated that it might be difficult to assess your own office with the added responsibility of assessing other areas. This item will come back in the next meeting as an action item.

Donna motioned to adjourn. Vicki seconded. All voted yay, none voted nay.